



COORDINATOR (RADIOLOGICAL) O.E.S.  
DEPARTMENTAL OPEN EXAMINATION  
EXAM CODE: 6OE25  
Schem Code: UD85 Class Code: 8123

Department(s):	California Governor's Office of Emergency Service (Cal OES)
Opening Date:	12/19/2016
Final Filing Date:	01/31/2017
Monthly Salary:	\$5,025.00 - \$6,239.00
Exam Type:	Departmental Open
Testing Location:	Sacramento, California

#### EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

#### DRUG- FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

#### WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated below may apply for this examination by the final filing date January 31, 2017.

#### HOW TO APPLY

Applications must be POSTMARKED no later than 5:00 p.m. on the final filing date, January 31, 2017. FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked, personally delivered, or received via inter-office mail after the advertised Final Filing Date will not be accepted.

**NOTE: The examination title and code must be indicated on the application.**

SUBMIT STATE APPLICATIONS ONLY TO THE ADDRESS INDICATED BELOW. DO NOT SEND THESE DOCUMENTS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR). Applications may be obtained at [www.jobs.ca.gov](http://www.jobs.ca.gov) and [www.caloes.ca.gov](http://www.caloes.ca.gov) on the Internet or at any Employment Development Department office

#### FILE BY MAIL / IN PERSON:

California Governor's Office of Emergency Services  
Human Resources – Examinations  
3650 Schriever Avenue,  
Mather, CA 95655

#### TESTING AND FINAL FILE DATE INFORMATION

Once you have taken the examination, you may not reapply for twelve (12) months.

Final Filing Date: January 31, 2017

**SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special testing arrangements mark the appropriate box on the application. A Special Testing Arrangements Questionnaire will be sent to you for completing and returning to the California Governor's Office of Emergency Services for review and approval. If you have questions regarding special testing arrangements please call the California Governor's Office of Emergency Services, Recruitment and Selection Services at (916) 845-8321. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, voice line at 1-800-735-2922.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

**NOTE:** All applicants must meet the education and/or experience requirements for this examination by the final filing date January 31, 2017. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required. **College transcripts are required when using education to meet the minimum qualifications.**

**NOTE:** All standard state applications (Std 678) must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications received without this information will be rejected.**

Resumes are optional but do not replace the standard state application (Std 678).

**MINIMUM QUALIFICATIONS****Either I**

**Experience:** One year of experience with the Office of Emergency Services performing the duties of a Senior Radiological Instrument Technician, Office of Emergency Services.

**Or II**

Two years of experience with the Office of Emergency Services performing the duties of a Radiological Instrument Technician, Office of Emergency Services (Range B).

**Or III**

**Experience:** Two years of responsible radiological defense or radiological safety experience involving broad public contact. (Two years of responsible, nonpaid, part-time radiological defense and safety experience with a civil defense agency may be substituted for each year of full-time experience required, providing that the individual possesses a certificate of graduation from a radiological defense and safety course.)

**NOTE:** Applicants using education to meet the minimum requirements **MUST** provide a copy of your diploma, official/unofficial transcript, statement, and/or evaluation from an accredited U.S. college or university with their examination application. **AND**

**Education:** Equivalent to graduation from college preferably with a major in the physical sciences or related fields. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**POSITION DESCRIPTION & LOCATION**

Under general direction, as a staff assistant or field representative, to implement and coordinate the Office of Emergency Services' radiological defense and safety program; to consult with, advise, and train the staffs of other State agencies and local jurisdictions and organizations regarding radiological defense and safety programs; to assist in the coordination of emergency radiological defense operations during the time of a natural or war-caused disaster; and to do other related work.

Positions exist in Sacramento, California.

**SPECIAL PERSONAL CHARACTERISTICS**

Willingness to travel and to work long and irregular hours in times of emergency.

## EXAMINATION INFORMATION

This examination utilizes an evaluation of education and experience (E & E) weighted 100%, and is based solely upon information provided with the standard state application (Std 678). Information provided with the standard state application (Std 678) will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.

Special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope, and minimum qualifications stated on this announcement. Supplemental information will be accepted but competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation.

The California Governor's Office of Emergency Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

## SCOPE OF EXAMINATION

Rankings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required.

### Knowledge of:

1. Purposes, organization, activities, and basic legislation of Office of Emergency Services;
2. Radiation detection;
3. Provisions of the Energy Research and Development Administration rules and regulations concerning the radiation source licensing;
4. Principles and methods of group training;
5. Objectives, organization, and operations of Federal, State, and local civil defense and disaster activities;

### Ability to:

1. Determine training needs and evaluate training results;
2. Read radiation detection instruments in terms of biological hazards;
3. Perform field exchange of radiation detection instruments;
4. Speak and write effectively;
5. Establish and maintain effective working relationships;
6. Analyze situations accurately and take effective action;

## ELIGIBLE LIST INFORMATION

A **departmental open** eligible list will be established for the California Governor's Office of Emergency Services. Competitors' eligibility **will expire 12 months after** it is established, unless the needs of the service and conditions of the list warrant a change in the period.

NOTE: Transfer of list eligibility is not permitted from a list established by an E & E examination to a list established by any other type of examination.

## EMPLOYEE BENEFITS

The California Governor's Office of Emergency Services offers benefits in the following areas, including but not limited to:

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| ➤ <b>Health, Dental, and Vision</b>    | ➤ <b>Retirement Benefits</b>                        |
| ➤ <b>Cash Benefit Programs</b>         | ➤ <b>401(k) and 457 Deferred Compensation plans</b> |
| ➤ <b>Disability Insurance</b>          | ➤ <b>Vacation, Sick, and other Paid Leave</b>       |
| ➤ <b>Beneficiary/Survivor Benefits</b> | ➤ <b>Training Courses</b>                           |

A complete list of all benefits may be viewed at <http://www.calhr.ca.gov/employees/Pages/salary-and-benefits.aspx>

**CAREER CREDITS**

Career credits do not apply and will not be added to the final score of this examination.

**VETERANS' PREFERENCE**

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow, or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorable discharged or releases. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>, and the Department of Veterans Affairs.

**CONTACT INFORMATION**

If you have any questions concerning this announcement, please contact:

California Governor's Office of Emergency Services,  
Employment Services - Examinations  
3650 Schriever Avenue  
Mather, CA 95655  
Email: [Lillian.Fomi@caloes.ca.gov](mailto:Lillian.Fomi@caloes.ca.gov)  
Phone: (916) 845-8321

## GENERAL INFORMATION

The California Governor's Office of Emergency Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the California Governor's Office of Emergency Services, three days prior to the written test date if he/she has not received his/her notice. For an examination without a written feature, it is the candidate's responsibility to contact the California Governor's Office of Emergency Services, 916-845-8321, TDD 1(800) 735-2929 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at California Department of Human Resources Offices ([www.jobs.ca.gov](http://www.jobs.ca.gov)), and local Offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.ca.gov)).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and work cooperatively with others; and a state of health consistent with the performance of the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans Preference:** Pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Career Credits:** In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).

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For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Governor's Office of Emergency Services Recruitment and Selection Services, 3650 Schriever Ave, Mather, CA 95655. Voice (916) 845-8321 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-735-2929.